DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

POST DEPLOYMENT LESO GUIDE for AMPS Self Registration Support

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Accessing RTD Web Application

**Please note that the "New" RBI Web Application will not be going live till March 5, 2012 but, We wanted to get this to our customer base so that you can start on the Mandatory AMPS registration process to ensure a seamless transfer from the "old-Current" RTD Web application to the new. Please take the time to do this at your earliest convenience so we can help with any questions that may arise with the changed registration process.

FOR FURTHER ASSISTANCE EMAIL US AT: DRMSRTD@DLA.MIL

Or

The LESO @

DRMS-BBL@dla.mil

Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).

AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.

Step 2: Submit a role request via AMPS.

After creating your AMPS account, you will need to submit a role request which specifies RTD application. You will be notified via email once your role request has been completed.

Step 3: Complete RTD registration.

Once your role request is completed, you will be able to log into the EBS Portal. Upon first accessing RTD within the Portal, you will be prompted to complete a required RTD



AMPS Registration

Non-Common Access Card (CAC)-Enabled Users:

> a. AMPS is a webbased application. Launch AMPS by typing the following URL into the web browser: https://amps.dla. mil







AMPS Registration (Cont)

	Register a Ne	w AMPS Account		
4	Welcome to AMPS, DLA	ccount Management and Provision	ing System	
	User Information			
	First Name	•		
	Last Name	•		
	Address		•	
	City/APO/FPO		•	
	State/AE/AP	_ •		
	Zip Code			
	Country	Select	•	
	i Official Email Address		+	
	Cfficial Telephone Number	8		
	(i) Official Fax Number			
	User Type	Discussion & Broad	I refresh after an item is selected.	







RTD Registration



- Open Internet Explorer browser and type https://pep1.bsm.dla.mil/irj in your browser address line
 - Click on Disposition Services Tab.
 - Click on RTD.
 - The RTD application screen will display in a new window.
- When a customer clicks on the Disposition Services RTD link from the DLA Web Portal, they will be prompted to enter their DoDAAC or register.

Registration Requirements:

- ✓ Internal
 - DoD <u>Customers</u> with Common Access Card (CAC) on a .mil server - <u>AMPS registration Plus RTD Web registration</u>.
- ✓ External
 - DOD non-CAC Customers

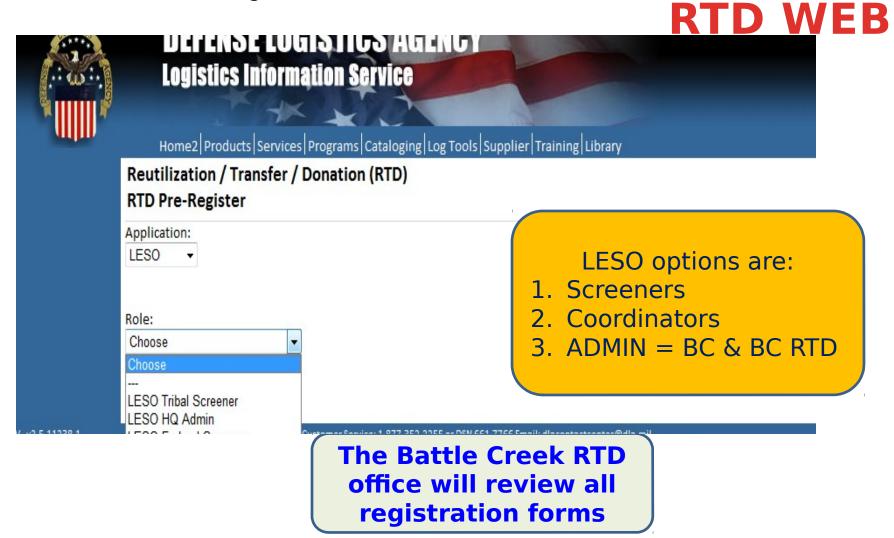
Transfer and Donation Customers

User ID + Password from RTD Web



REGISTRATION FORM FOR LESO

LESO customers will register as SCREENERS, or COORDINATORS





REGISTRATION FORM FOR LESO

ustomer Registration Law Enforcement Agency (LEA)

ser Information		
Title:		
* First Name:	David	
* Last Name:	Neill	
* Organization Name:		0.000.0014.000.00.000.00.00.00.00
* Work Address Line 1:		Work Address is required.
Work Address Line 2:		100/10 (100/10 (10
* Work Address City:		City is required.
* Work Address State:	Choose an option from the drop-dowr	n menu 🔻 State is required.
* Work Address Zip:		Zip is required.
Country:		
* Work Phone:		Work Phone is required.
Work Ext:		
Work Fax:		
* Work Email:	David.Neill@dla.mil	
Customer Type:		
you have a Common Access Card?	No ▼	
Do you have a Security Certificate?	No ▼	
Opt-out of all email?	No ▼	
Receive NIIN notification email:	Yes ▼	
Deceive preparty receipt amails		

Fill in the
Registration
Form with your
information.
Select "Submit"

The LESO staff will fill out similar forms.



REGISTRATION FORM FOR LESO

State-Local	
Federal	
Tribal	
0	
0	
0	
0	
Choose a level ▼	
No ▼	
No ▼	

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